

Request Letter for Change of Name

TO
SAG Infotech Private Limited,
B-9, 3rd Floor, Mahalaxmi Nagar,
Behind WTP South Block,
Malviya Nagar,
Jaipur - 302017(Raj.)

Subject:-Change of Name from _____ To _____

Unit: _____

Folio no: - _____

Dear Sir,

I, am an existing shareholder of the company _____
I had acquired shares of the company in the year _____. I hereby inform
you that consequent upon _____
(Reason of Change) my name stand changed from _____
To _____ I request you to give effect
to this change in Hereunder I furnish such other particulars/information as may be required.

Details of the share certificates enclosed:

S.No.	Folio No.	Distinctive Nos	Share Certificate No.	No. of Shares
1.				
2.				
3.				
4.				
5.				

Total No of certificates _____ No of Shares _____

Father/Husband Name of the First Holder	Name(s) of Shareholders (after change of name)	Signatures of the Shareholder(s)
	1.	1.
	2.	2.
Occupation of the First Holder	3.	3.
	4.	4.
	5.	5.

Date _____

Place _____

TO BE FILLED IN BY THE REGISTRAR	
Inward No.	
Transposition No.	
New Folio No.	
Date	

Note: Enclose following Documents (Duly Attested):

1. Marriage Certificate/Govt. gazette or Affidavit of Rs.20/- (Duly Notarized)
2. Original Share Certificates
3. Signature duly attested by the Bank Manager.
4. PAN CARD/Passport/ Aadhar card

